

Morrow County

Local Emergency Planning Committee

Port of Morrow Building, 2 Marine Drive, Boardman, Oregon
May 17, 2011

Attendees: Cindy Burrite, **Boardman Foods**; David Reed, **Boardman Fire Corps**; Suzanne Gray, Marc Rogelstad, **Boardman Rural Fire District**; David Winters, Loren Dieter, **City of Boardman**; David DeMayo, **City of Heppner**; Kevin Gilbertson, **Columbia Improvement District**; Donna Christensen, **Columbia River Processing**; Kerri Deal, **ConAgra Foods**; Dave Marsing, Mike White, **Morrow Cold Storage**; Casey Beard, **Morrow Co. Emergency Management**; Renee Yocom, **Morrow Co. Fair**; Kristi Wheeler-Johnson, **Morrow Co. Health Dept.**; Bill Brauer, **Oregon State Fire Marshal**; Ted Lieurance, **Parks and Recreation**; Mike Garrett, Jeff McCauley, Dan Turley, **PGE**; Dave Lovin, **Port of Morrow**; Elizabeth Morris, **RDO-Calbee**; Bill Dean, **River Point Farms**; , Don Kennedy, **Watts Packaging**.

Call to Order: 10:04am

- A. Minutes from March 15, 2011 meeting reviewed.
 - a. Don Kennedy motioned to accept minutes as distributed; seconded by Dave Winter. Motion carried.
- B. Introduction of new members.
 - a. Stuart Rice, Umatilla Co-Op.
 - b. Jeff Dukes, Rail Road, Field Safety Manager- not present.
 - c. Sharon Newvirth- American Red Cross Association
- C. Correspondence
 - a. Ted Lowrance, Boardman Parks and Recreation has now attended two consecutive meetings- has achieved good standing status with committee.
 - b. Bill Brauer- two consecutive meeting has achieved good standing with committee.
- D. Chair Report
 - a. Review progress on confined space volunteer search- Mike Garret
 - i. Seven total members: Fred Mendez, Jeff McCulley, Mark Rogelstaff with addition of three new members.
 - ii. Mike Garrett will contact UEC to establish a confined spaces- meeting that will occur following today's emergency planning.
 - b. Confined space facility plan. - Rescue team information from all companies
 - i. Don Kennedy presented confined space resource guide (one page information) for each facility, prior to meeting. The intent is to share resources in the event of a need. Don Kennedy has asked the committee to review the document and that any editions or omissions be directed to him as soon as possible. If the information does not apply to your company, please include any information that is relevant in order to help emergency services team in the event of a need.
 - ii. Suzanne Gray: asked for an email version to send to members who are not

in attendance.

- iii. Bill Brauer: asked if UEC will be collaborating in project. He suggested that the one page report be shared with UEC as they have a committee currently working on a similar project.
 - iv. David Winters: Agreed on the necessity of this document and he shared current program overview for the Boardman Fire District. There is no current training being offered at his facility to maintain current on certifications. ESAP is their in-house training; however it is not accepted as continuing education to maintain current certification. They do not have a response team.
 - v. Dan Turley: Coyote Springs will submit information with their point of contact in the event of a need. He feels the document is adaptable to Coyote Springs. He also volunteered to send Coyote Springs' plan to committee in order to facilitate a format for all other companies if needed.
- c. Need company "Emergency Action Plans" submitted to LEPC.
- i. Kristi-Wheeler Johnston: Morrow County does have an EAP (operations plan) that will be reviewed in the next few days in order to revamp the current format and fit the surrounding counties format and remain in compliance.
 - ii. Dan Turley: asked about the whereabouts of the Morrow County EAP plan electronically.
 - iii. Bill Brauer: Access the Phase One Evaluation Questionnaire plan provisions, which would facilitate any gaps or address a compliant EAP from the inception. This would be a resource that the committees can facility to the counties' businesses. The document was handed out during the meeting to all members in attendance. This is part of the sub-committee's task to work with the rest of the businesses. There is a specific process in which this report/questionnaire is directed towards businesses. Bill Brauer will present Questionnaire Plan to committee at following meeting (this item to be added to next meeting's agenda).
 - iv. Suzanne Gray: The most current document she shows on record dates back to 2010. James McCallister is the current chair for the sub-committee.
 - v. Kristi Wheeler-Johnson: Exposure Roster Plan employees or adjacent neighbors in order to assess hazard material exposure. There is a public plan to examine exposure victims. The plan is part of a national program which is a hot topic due to recent chemical exposures that have occurred nationally and internationally.
 - vi. Don Kennedy: asked what the status on the chlorine tank was.
 - vii. Rolf Prag: the plan is to rebuild the chlorine tank- the new facility will be made of concrete.
 - viii. Dan Turley: All PGE building and planning should be complete this week.
- d. HMEP grant applications – Any submittals for May 15th deadline?
- i. Don Kennedy: Any last minute requests for grant money- there is opportunity with the Salem Fire Department.

ii. No comments from the committee.

E. Sub-Committee report.

a. Planning- James McCallister: Not present.

b. Information: Suzanne Gray-

i. Meeting rooms for third Tuesday of every month in order to establish a meeting space for all sub-committees. The reservation will stand depending on the attendance of sub-committees. Suzanne will be on vacation next meeting, David De Mayo will be covering in her absence.

ii. There was an inquiry on Conference Call fees by the community. Suzanne will inquiry regarding any fees.

c. Confined Space- Mike Garret.

i. Class June 8, 2011- at BMCC (Pendleton, Oregon)by Oregon OSHA- 4.5 hour course. Very informative. LO/TO class included along with (OR.OSHA.GOV) education section. All classroom- no demonstration.

ii. Suzanne Gray- sent out upcoming OSHA trainings to committee prior to today's meeting.

F. New business

a. Bill Languley: ReClaim- plant manager:

i. Presented information regarding RECLAIM business model/structure. In essence the company was identified as a hazardous material producer. After some research the entire quantity of hazardous oil has been removed from local tanks. Bill will no longer produce this type of hazardous material from this point forward and would like Don Kennedy and the LEPC to recognize the elimination of this hazardous material.

ii. Dan Turley- would like Bill Languley to present some educational information on media training.

iii. Don Kennedy moved- Dan Turley and Curtis Cutsforth second. Motion carried.

b. Mike Garrett- June 15, 2011 Blue Mountain OSHA Conference has moved from La Grande, Oregon to Pendleton Conference Ctr. \$50.00 for one day conference- lunch and tote bag included.

c. Inactive Committee Members: To be added to next agenda's action items. A discussion will be held to discuss attendance issues with members. Treatment would be equal, however, the members with highest risk to the community will assume a possible fine per State regulation. Details will be discussed at next meeting.

i. Bill Brauer- suggested that a sub-committee should be created in order to police member attendance and reminders. EPA letters would be a good idea for non-attending members.

ii. Dan Turley- would like to keep member's responsibilities to their own discretion. He would like to limit the committee's efforts to current events and relevant topics, not to the attendance of members.

iii. Suzanne Gray- OSHA does review minutes and attendance records in the event of a serious incident. Attendance is accounted by OSHA.

iv. Kristi Wheeler Johnson- Conference calling should be reviewed to count as proper attendance record.

G. Curtis Cutsforth: Presented material regarding earthquake awareness training. Very surprised regarding the amount of resources available in our area. He valued the idea of having a centralized location of all local company's EAPs.

- H. Dan Turley: Commented on the potential environmental hazards in our area. Tsunamis, earthquakes, ect. These could cause great hazard to our contained hazardous substances. Which would prompt area businesses to review EAP for natural disasters.
- I. Kristi Wheeler Johnson: Additional environmental studies were to be conducted in our area in order to assess the potential environmental disaster potential. Once the research has concluded the information should be presented at a future meeting as an agenda item. The general consensus is that there is a higher risk in this area than originally thought.
- J. Bill Brauer: Establish an Annual LEPC meeting to community. To be decide at the next meeting- add as agenda item. Perhaps a luncheon would be the type of draw that the community would respond to in order o elevate the attendance numbers. Suzanne will discuss with Diane from the Boardman Chamber.

K. **Meeting adjourned: 11:57pm**

Next meeting scheduled for July 17, 2011, Port of Morrow building, at 10:00am.
Minutes respectfully submitted by Yvette Cardenas.